

**STARK COUNTY PROBATE COURT
DIXIE PARK, PROBATE JUDGE**

THIS INSTRUCTION SHEET IS PROVIDED AS A SERVICE TO THE PUBLIC FOR THOSE ESTATES WHICH ARE OF MINIMAL ASSETS AND DO NOT INCLUDE REAL ESTATE.

IF THE ESTATE INCLUDES REAL ESTATE, YOU ARE STRONGLY ADVISED TO SEEK LEGAL COUNSEL. THE CLERKS OF THE PROBATE COURT ARE NOT PERMITTED TO ASSIST YOU IN ANSWERING QUESTIONS OR FILLING OUT FORMS.

RELEASE OF ESTATE FROM ADMINISTRATION

PLEASE BE SURE TO COMPLETE ALL THE FORMS THAT YOU HAVE BEEN GIVEN. THE FOLLOWING IS A BRIEF DESCRIPTION OF WHAT YOU WILL NEED TO DO.

ALL FORMS MUST BE LEGIBLY PRINTED OR TYPEWRITTEN.

- FORM 1.0 "SURVIVING SPOUSE, NEXT OF KIN, LEGATEES AND DEVISEE"**
LIST THE NAMES AND ADDRESSES OF THE SPOUSE AND ALL CHILDREN, OR ANY PERSON WHO WOULD BE RELATED TO THE DECEASED PERSON IF THEY PASSED AWAY WITHOUT A SPOUSE OR CHILDREN.
- FORM 2.0 "APPLICATION TO PROBATE WILL" (TO BE COMPLETED ONLY IF THERE IS A WILL)**
COMPLETE ALL THE GENERAL INFORMATION AT THE TOP OF THE FORM. SIGN ON THE LINE THAT SAYS APPLICANT AND PRINT YOUR NAME, ADDRESS AND PHONE NUMBER.
- FORM 2.1 "WAIVER OF NOTICE" (ONLY FOR WILL)**
THIS FORM IS TO BE SIGNED BY ALL THE PEOPLE LISTED ON FORM 1.0.
- FORM 2.2 "NOTICE OF PROBATE" (ONLY FOR WILL)**
MUST BE MAILED BY CERTIFIED MAIL TO THE PEOPLE LISTED ON FORM 1.0 WHO WILL NOT SIGN THE WAIVER FORM 2.1

- FORM 2.4 "CERTIFICATE OF SERVICE OF NOTICE OF PROBATE OF WILL"
(ONLY FOR WILL)
COMPLETE AND SIGN WHERE IT SAYS FIDUCIARY, AFTER THE PEOPLE LISTED ON FORM 1.0 HAVE EITHER WAIVED NOTICE OR RECEIVED NOTICE.
- FORM 3.0 "APPOINTMENT OF APPRAISER"
COMPLETE WITH THE NAME OF A QUALIFIED PERSON TO APPRAISE THOSE NON CASH ITEMS THAT ARE LISTED ON THE FORM 5.1. IN LIEU OF AN APPRAISAL YOU MAY VERIFY THE VALUE OF SOME NON CASH ITEMS SUCH AS A CAR BY PROVIDING THE COURT WITH COPIES OF THE NADA BLUE BOOK.
- FORM 5.0 "APPLICATION TO RELIEVE ESTATE FROM ADMINISTRATION"
COMPLETE ALL THE GENERAL INFORMATION AT THE TOP OF THE FORM. SIGN ON THE LINE THAT SAYS APPLICANT AND PRINT YOUR NAME, ADDRESS AND PHONE NUMBER.
- FORM 5.1 "ASSETS AND LIABILITIES OF ESTATE TO BE RELIEVED FROM ADMINISTRATION"
ALL ASSETS THAT WERE ONLY IN THE DECEDENT'S NAME MUST BE LISTED. ANY ITEM THAT IS NOT A BANK ACCOUNT, CASH OR CHECK MUST BE APPRAISED. IF THE ASSET IS A VEHICLE AND YOU ARE NOT THE SPOUSE PLEASE LIST IT UNDER OTHER ASSETS YOU MUST INCLUDE THE MAKE MODEL AND VEHICLE NUMBER AS WELL AS THE APPRAISED VALUE. ON THE BACK OF THE FORM YOU MUST LIST ANY DEBTS OWED BY THE DECEDENT. IF AN APPRAISER IS REQUIRED, HE/SHE MUST SIGN AT THE BOTTOM AND INITIAL THE ASSETS APPRAISED. BANK ACCOUNTS MUST INCLUDE THE FINANCIAL INSTITUTION'S NAME, ACCOUNT NUMBER AND THE AMOUNT OF DEPOSIT.
- FORM 5.2 "WAIVER OF NOTICE OF APPLICATION TO RELIEVE ESTATE FROM ADMINISTRATION"
ALL NEXT OF KIN LISTED ON THE FORM 1.0 MUST SIGN THIS WAIVER OR BE NOTIFIED OF THE HEARING.
- FORM 5.3 "NOTICE OF HEARING"
ANY NEXT OF KIN WHO DO NOT SIGN THE WAIVER FORM 5.2 ARE TO BE LISTED ON THIS FORM, INCLUDING THEIR ADDRESS.
(PLEASE CONTACT THE COURT IF YOU NEED THIS FORM.)
- FORM 5.6 "ENTRY RELIEVING ESTATE FROM ADMINISTRATION"
COMPLETE AS MUCH OF THIS FORM AS POSSIBLE. ON THE BACK OF THE FORM ENTER THE NAMES OF THE PEOPLE RECEIVING THE ASSETS AND THE ASSETS THAT WILL BE DISTRIBUTED TO THEM.

FORM 10.4 "NOTICE TO DISTRIBUTE"

ANY INDIVIDUAL RECEIVING ASSETS FROM AN ESTATE MUST SIGN THIS FORM AT THE BOTTOM. YOUR ENTRY WILL NOT BE ISSUED UNTIL WE HAVE THIS DOCUMENT.

IN ADDITION TO THE ABOVE COMPLETED FORMS WE WILL NEED THE FOLLOWING:

THE ORIGINAL WILL

A PAID RECEIPT FOR THE FUNERAL BILL. IF THE BILL IS UNPAID YOU WILL NEED TO OBTAIN A WAIVER (FORM 5.2) FROM THE FUNERAL DIRECTOR.

A DEATH CERTIFICATE.

THE APPRAISAL FOR YOUR ASSETS OR DOCUMENTATION TO VERIFY THE VALUE. COPIES OF BANK STATEMENTS OR PASSBOOKS TO VERIFY THE BALANCES.

COURT COST ARE DUE AND PAYABLE AT THE TIME OF FILING AND VARY FROM \$112.00 TO \$131.00.

THE PROCEDURE WILL BE FOR YOU TO FILE YOUR PAPERS WITH THE COURT WHEN YOU HAVE COMPLETED THEM.

YOU WILL THEN LEAVE ALL NECESSARY FORMS AND DOCUMENTS WITH THE COURT TO BE REVIEWED. YOU MAY PICK UP YOUR ENTRY THE NEXT DAY IF ALL THE FORMS HAVE BEEN PROPERLY COMPLETED. IN LIEU OF PICKING UP THE PAPERS YOU MAY ASK THAT THEY BE MAILED TO YOU.

YOU MAY CALL THE COURT AT 330-451-7753 TO CONFIRM THAT THE ENTRY HAS BEEN PROCESSED.